

Application for Tenancy



[For additional applicants complete another form]

PRIVACY NOTICE

The agent is committed to the principles of the Privacy Act 1988 (Cth). All steps are taken to ensure that any personal information collected is protected from unauthorised use.

PLEASE READ THE PRIVACY NOTICE ON PAGE 3 BEFORE SIGNING THIS FORM.

I apply for a tenancy of the following premises:

PREMISES: _____

LANDLORD: _____

TERMS OF TENANCY

Rent: \$ _____ per week/fortnight/month Term: _____ Lease start date: _____

Number of: tenants: _____ adult occupants: _____ children: _____

Pets (specify details and subject to landlord's/agent's approval): _____

First payment of rent in advance \$ _____

Rental bond \$ _____

Subtotal \$ _____

Holding fee (see Part 7 below) - deduct if applicable \$ _____

Amount payable (cash or bank cheque) on signing tenancy agreement \$ _____

Special conditions (if any) or additional matters: _____

Part 1

PERSONAL DETAILS

SURNAME: _____ GIVEN NAMES: _____ TITLE: _____

Date of Birth: _____ Phone: Priv.: _____ Bus.: _____

Mobile: _____ Email: _____

Driver's Licence No.: _____ Car Registration No.: _____

Homemaker Student Retired Unemployed

Allowances or payments received (specify type & amount) _____

Part 2

EMPLOYMENT HISTORY (Confirmed [])

CURRENT EMPLOYER: _____ Business Address: _____

Contact Name: _____ Phone: _____ Period Employed: _____

OCCUPATION: _____ full time/part time/casual/contract

PREVIOUS EMPLOYER: _____ Business Address: _____

Contact Name: _____ Phone: _____ Period Employed: _____

OCCUPATION: _____ full time/part time/casual/contract

SELF EMPLOYED: (provide the following details)

Sole Trader Partnership Company

Occupation/Title: _____ Type of Business: _____

Company or business name: _____ ACN or ABN _____

Address: _____

Contact details: _____

Verification of income for self-employed:

- Sole trader/partnership: please provide a copy of last ATO assessment and bank account statement for the business
- Company: please provide a current Asset/Liability report from your accountant.

Part 3

TENANCY/LIVING HISTORY (Confirmed [])

Current Living Status

Address: _____ Time here: _____ mths/yrs

Own Renting Boarding Living at home Other _____

NAME OF CURRENT LANDLORD/AGENT:

ADDRESS: _____

CONTACT: _____ PHONE: _____

Has lease expired: Yes/No RENT: \$ _____ per week/fn/mth No. people on lease: _____

Part 3 (Continued)**Previous living address**

Address: _____ Time there: _____ mths/yrs

Reason for leaving _____

NAME OF PREVIOUS LANDLORD/AGENT: (if applicable) _____

ADDRESS: _____

CONTACT: _____ PHONE: _____

RENT: \$ _____

Part 4**REFERENCES (Give names and phone numbers)****1.** Financial - _____**2.** Personal - _____

OFFICE USE ONLY

REFERENCE CHECKS**AUTHORITY & DECLARATION OF APPLICANT**

I authorise the landlord's agent -

- [a] to check with my previous or current employer, my previous or current landlord/agent, and the referees named as my suitability as a tenant;
- [b] to request and receive from any tenancy recording services and from other real estate agencies information regarding my previous tenancies; and
- [c] to report any details of the tenancy to any Tenancy Recording Services as the Agent deems necessary, including breaches of the tenancy agreement or positive references.
- [d] I am not a bankrupt or undischarged bankrupt or insolvent and declare the information in this application is true and correct.
- [e] I have inspected the subject premises and accept them as inspected.

NOTE: The Landlord's agent advises the tenant that personal information about the tenant may be used and disclosed by the Landlord's agent with a tenant database.**Signature of Applicant:** _____**Date:** _____**Part 5****PERSON TO BE NOTIFIED IN AN EMERGENCY:**

NAME: _____

ADDRESS: _____

PHONE: Private: _____ Business: _____

Part 6**TENANT'S AGENT (Optional)**

You may nominate a person as your appointed agent/representative to receive notices or documents given under the tenancy. The appointment may be made or revoked in writing at any time during the tenancy.

Name and contact details of tenant's agent (name and address to be included in the lease)

Name & Address _____

Telephone: _____ Fax: _____ Email: _____

Part 7**HOLDING FEE**

The holding fee can only be accepted after the application for tenancy is approved.

The holding fee (not exceeding 1 week's rent) of \$ _____ keeps the premises off the market for the prospective tenant for 7 days (or longer by agreement).

In consideration of the above holding fee paid by the prospective tenant, the landlord's agent acknowledges that:

- (i) The application for tenancy has been approved by the landlord; and
- (ii) The premises will not be let during the above period, pending the making of a residential tenancy agreement; and
- (iii) If the prospective tenant(s) decide not to enter into such an agreement, the landlord may retain the whole fee; and
- (iv) If a residential tenancy agreement is entered into, the holding fee is to be paid towards rent for the residential premises concerned.
- (v) The whole of the fee will be refunded to the prospective tenant if:
 - (a) the entering into of the residential tenancy agreement is conditional on the landlord carrying out repairs or other work and the landlord does not carry out the repairs or other work during the specified period
 - (b) the landlord/landlord's agent have failed to disclose a material fact(s) or made misrepresentation(s) before entering into the residential tenancy agreement.

NAME OF LANDLORD'S AGENT: Castlehaven Realtors

BUSINESS ADDRESS: 2a Crane Rd Castle Hill 2154

Signature of Landlord/Agent:

Date: _____

Signature of Applicant:

Date: _____

See following page 4 for disclosures, if any

PRIVACY NOTICE

The Privacy Act 1988 (Cth) regulates the collection, use, disclosure and maintenance of personal information by the Agent from the Applicant and from third parties relating to the Applicant.

The information collected enables the Agent to identify the tenant, to assess this application and for the proper management of the landlord and tenant relationship should the application for tenancy be successful. The personal information of the Applicant also includes personal information already held by the Agent on any data base. Failure to provide all or any of the personal information, renders the Agent unable to assess the application and or properly manage the landlord and tenant relationship.

The intended recipients of the information are any person to whom, body or agency to which it is usual to disclose the information to enable the agent to properly assess the application including the landlord, nominated referees, other agents, tenancy reference data bases, owner's corporations and community associations and as otherwise permitted by the Privacy Act 1988 and this will include information about the Applicant's performance of its obligations pursuant to and under any Residential Tenancy Agreement entered into (particularly any failure to observe any obligations) and information collected during the term of the tenancy.

The Applicant has the right of access to the information and may do so by contacting the Agent. The Applicant has the right to correction of the information if it is not accurate, up-to-date and complete.

